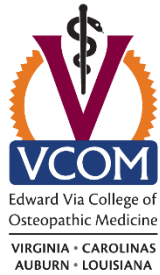


Position Description



Job Title: Facilities Technician	
Department: Operations	Date: August, 2022
FLSA: Non-Exempt	Work Location: Virginia Campus
Employee Category: Classified Staff	Work Schedule: M-F with varied schedule normally 8AM – 5PM M - F
Reports to: Director for Facilities	Percent Employment: 100%
Direct Reports: None	

I. **Job Summary:**

Assists in a wide range of duties with specific responsibility for building maintenance, and security. Enforces all building policies to assure the quality, continuity, and efficiency of college operation with an emphasis on customer service and effectiveness. Assists with keeping copiers and printer in good working order. Assist with classroom setup as needed. Monitors the building before closing hours. Responsible for making sure the building is empty of students before closing, looks for safety violations, activates and deactivates alarms at appropriate times, checks the floors for locked doors and turns off lights.

II. **Job Duties:**

1. **Maintenance:** Perform daily repairs on doors, lockers, mailboxes, restroom fixtures, etc.
2. **Facilities:** Enforce building policies, including student building access, food, drink and smoking policy and parking. Responsible for moving furniture and equipment daily.
3. **Event Setup:** Responsible for assisting with all special event setup and breakdown/cleanup.
4. **HVAC:** Assist with minor repairs, preventative maintenance and help with filter changes.
5. **Security:** Assist faculty, staff and students with any concerns of security. Monitor building to insure all persons are authorized to have building access (especially after hours)
6. **Printer and Copier Maintenance:** Change toner and other products needed in printers and copiers, clear paper jams and perform minor repairs.
7. **Janitorial:** Stock restrooms when cleaning contractor is not available. Clean up accidental spills and help with cleanup during events.
8. Perform other duties as assigned.

III. **Required Qualifications:** Education: N/A

Education: N/A

Licensure or certification: N/A

Experience:

- Experience working in a public service capacity.
- Ability to walk and monitor a multi-story facility.
- Ability to prioritize and organize work tasks, with attention to detail; ability to work without supervision and independently make decisions.

- Ability to identify and perform minor repairs on various types of electronic and mechanical equipment.
- Ability to closely follow procedures and enforce all building policies.
- Ability to work as part of a team to insure the best quality of customer service is offered.

Other skills important to this position

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to company values
- Experience with audio/video equipment.

Preferences may be given to candidates who possess basic computer proficiency and experience providing desktop computer support.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is an essential function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must be capable to lift and/or move a minimum of 100 pounds, frequent walking

Work environment: Office environment. Outside travel required 0% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

V. **VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

Employee Signature: _____ Date: _____

Approvals:

Division Officer: _____ Date: _____

Immediate Supervisor: _____ Date: _____

President/Provost: _____ Date: _____